

EDITED TASK LISTING

CLASS: SUPERVISING CORRECTIONAL COOK (DEPARTMENT OF CORRECTIONS)

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Supervises food service staff and inmate workers on a shift at the central kitchen or outlying kitchen(s) or unit(s), to provide information, guidance, work assignments, to feed the inmate population and to ensure compliance with Health and Safety Code (H&SC), California Uniform Retail Food Facilities Law (CURFFL), Title 15, Departmental Operations Manual (DOM), Injury Illness Prevention Program (IIPP)-Senate Bill 198, State Administrative Manual (SAM), local government laws, rules and regulations, State Personnel Board (SPB) guidelines, Department of Personnel Administration (DPA), Equal Employment Opportunity (EEO), Memorandum of Understanding (MOU), etc. utilizing various resources (e.g. H&SC, CURFFL, Title 15, DOM, IIPP, SAM, local government laws, rules and regulations, SPB, DPA guidelines, MOU, food service equipment, etc.) on a daily basis.
2.	Trains food service staff in the preparation, cooking, and dispensing of food; cleaning and sanitizing food service facilities, equipment, and utensils; health and safety; Hazard Analysis Critical Control Point (HACCP) guidelines; inmate supervision (inmate timecards, inmate evaluation and inmate discipline); safety and security of the institution, staff, and inmates, etc.; to ensure compliance with H&SC, CURFFL, Title 15, DOM, IIPP, SAM, local government laws, rules and regulations, SPB guidelines, etc. utilizing various resources (e.g. H&SC, CURFFL, Title 15, DOM, IIPP, HACCP Plan, SAM, local government laws, rules and regulations, food service equipment, etc.) on a daily basis.
3.	Evaluates the performance of food service staff and inmate workers to ensure that performance standards are met by providing recommendations for improvement, providing feedback regarding performance, recognizing outstanding performance, and to receive input (e.g., improving operational efficiency) utilizing various resources (e.g., Title 15, Individual Development Plan/Performance Appraisal, Probationary Report, inmate work performance evaluations, SPB and DPA guidelines, MOU, DOM, etc.) on a continuous basis.
4.	Initiates the Progressive Discipline process to correct/improve food service employee performance/behavior or address issues of substandard performance by taking appropriate personnel action (e.g., formal/informal counseling, Employee Assistance Program, letter of instruction, and/or recommend further action, etc.) utilizing various resources (e.g., Title 15, Individual Development Plan/Performance Appraisal, Probationary Report, SPB and DPA guidelines, MOU, DOM, etc.) on a continuous basis.

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5.	Oversees the food services staff in the preparation, cooking and distribution of food for various dining facilities, to provide a nutritionally adequate diet for the inmate population based on the standardized menu; to maintain feeding schedules; to ensure quality products are served, utilizing various resources (e.g., DOM, Title 15, HACCP guidelines, standardized menu, standardized recipe cards, Recommended Dietary Allowances (RDA), food distribution sheets, food production worksheet, delivery schedules, meal sampler report, food service equipment, etc.) on a daily basis.
6.	Monitors the food services staff in the cleaning and sanitizing of food service equipment and utensils; garbage disposal and recycling; and the cleaning of various areas (e.g., storage, production, scullery, etc.) and food transport vehicles utilizing various resources (e.g., CURFFL, DOM, Title 15, HACCP guidelines, equipment operations manuals, cleaning instructions, cleaning schedules, food safety logs, temperature logs, Materials Safety Data Sheet (MSDS), etc.) on a daily basis.
7.	Conducts safety and sanitation inspections of food service work areas (e.g., storage, production, scullery, etc.) to ensure compliance with CURFFL and other health and safety standards, utilizing various resources (e.g., CURFFL, IIPP, HACCP guidelines, food service inspection reports, etc.) on a formal weekly basis and an informal daily basis.
8.	Coordinates preventative maintenance, repairs and renovations of food service equipment with the Plant Operations Department to expand the life of the equipment, ensure staff and inmate safety, and proper functioning of equipment, utilizing various resources (e.g., maintenance schedules, work orders, service agreements, DOM, etc.) as needed.
9.	Enforces safe food handling practices to ensure that foods are cooked, served and stored at safe temperatures, to minimize or eliminate pathogenic microorganisms; and prevent contamination from physical, chemical and biological hazards utilizing various resources (e.g., CURFFL, HACCP guidelines, MSDS, Serve Safe, etc.) on a continuous basis.
10.	Requisitions food, equipment and supplies from the receiving warehouse in a timely manner and in the proper quantities to feed the inmate population and to ensure the efficient operation of the food service department utilizing various resources (e.g., STD 115, SAM, DOM, Standardized Menus, recipe cards, inventory, population projections, etc.) as required.
11.	Purchases food, equipment and supplies from private vendors and state agencies in a timely manner to feed the inmate population and to ensure the efficient operation of the food service department utilizing various resources (e.g., CDC 954, STD 65, State Issue Contracts, Delegated Purchases, Prime Vendors, Master Agreement, Schedule 9, SAM, DOM, CDC 533, etc.) as required.

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12.	Monitors the receiving, inspecting and storing of food, equipment and supplies to ensure quality, quantity, proper storage and proper temperature utilizing various resources (e.g., STD 65, State Issue Contracts, Delegated Purchases, Prime Vendors, Master Agreement, SAM, DOM, STD 115, Stock Received Report (SRR), etc.) as required.
13.	Inventories food, equipment and supplies to ensure adequate food is on hand to feed inmate population and ensure cleaning supplies are available for sanitation of equipment and utensils, for accountability of stock on hand and proper rotation of food, utilizing various resources (e.g., inventory sheets, receiving logs, SRR, STD 115, SAM, DOM, etc.) as required.
14.	Plans menus and menu substitutions in order to comply with the CDC Standardized Menu to ensure a nutritionally balanced/adequate diet for the inmate population utilizing various resources (e.g., DOM, Title 15, CDC Standardized Menu, Menu Substitutions List, RDA, etc.) on a daily basis.
15.	Prepares various written documents and reports (e.g., inmate timekeeping, employee work schedules, OJT reports, meal sample reports, food production worksheets, temperature logs, safety and sanitation inspection reports, Individual Development Plans, performance reports, disciplinary documents, financial reports etc.) to provide information and documentation and to ensure compliance with CURFFL, DOM, SAM, Title 15, etc. utilizing various resources (e.g., CURFFL, DOM, SAM, Title 15, HACCP guidelines, computer software, etc.) on a daily basis.
16.	Acts for the Assistant Correctional Food Manager (ACFM) in their absence to ensure the continuous operation of the food service department utilizing various resources (e.g., H&SC, CURFFL, Title 15, DOM, IIPP, SAM, local government laws, rules and regulations, SPB, DPA guidelines, MOU, food service equipment, etc.) as needed.
17.	Maintains order and supervises the conduct of persons committed to the Department of Corrections to ensure safety and security of staff and inmates, security of work areas and materials, to prevent escapes or injury by inmates to themselves, others, or to state/private property and to ensure compliance with various laws, rules, policies, procedures, etc., utilizing various resources (e.g., DOM, Title 15, laws, rules, policies, procedures, interpersonal skills, correctional awareness of the surrounding, various alarm systems, etc.) on a continuous basis.
18.	Inspects premises to ensure compliance with mandated safety regulations and to identify and confiscate contraband (e.g., weapons, illegal drugs, alcohol, money, etc.), by searching inmates, visual inspection of grounds, program areas, and inmate's personal possessions (e.g., clothing, desks, lockers, etc.) utilizing various resources (e.g., custody staff, Title 15, DOM, etc.) on a continuous basis.